

Adopted April 1997
Amended April 1992
Amended November 1997
Reviewed April 2009

Amended April 2005
Reviewed April 2009
Reviewed June 2011

Amended February 11, 2013
Reviewed January 2015
Reviewed November 2020

GIFT POLICY

The New Virginia Public Library acknowledges the fact that gifts have been vital to the establishment and growth of the Library. We appreciate and encourage gifts beneficial to the Library.

The New Virginia Public Library welcomes donations including books, audiovisual materials, puzzles, and monetary gifts as well as computer software and external hardware. The Library accepts gifts of cash designated for a memorial purpose. Gifts are tax deductible; however, the Library will not set fair market or appraisal values. Donated items will be acknowledged by receipt upon request.

The Library retains unconditional ownership of an accepted gift. Disposition of gifts is at the discretion of the New Virginia Public Library. Any gift considered by the Library for inclusion into the Library's collection must meet the same selection criteria as purchased materials. The Library also reserves the right to decline gifts and decide when a gift added to the collection will be withdrawn.

The Library Director must approve items other than collection materials before being brought to the Library. All items left anonymously at the library will be considered lost items and will be treated as such.

The Library does ask that donations meet certain requirements.

The Library is happy to accept materials, as long as they are NOT:

- a. Moldy, musty or water damaged
- b. Dirty (greasy, food stained, insect infested, etc.)
- c. Marked by pens, pencils, crayons or highlighters
- d. Physically damaged (i.e. have broken bindings, loose or torn pages, or damaged covers, damaged cases)
- e. Textbooks, magazines or outdated encyclopedias
- f. Condensed Books (for example, Readers Digest Condensed Books)
- g. Nonfiction titles over five years old
- h. Materials weeded from other libraries

The Library accepts audiovisual materials as long as they are in good condition and not outdated.

The library does not accept video or audio **tapes**.

The Library also accepts donations of cake pans of unusual or unique design.